



TO: CUPE EAs, SSWs, Els, etc..

FROM: Vanessa A. Lysne, Human Resources Manager

DATE: Monday, May 30, 2022

RE: **Electronic EA Assignment Process – Timeline, Next Steps**

- 1) **Wednesday, June 1st** – 2022/2023 Position lists and Instructions will be posted at all sites and on the district website. The same password as last year is used for all Assignment documentation that is posted on the website.
- 2) **Thursday, June 2nd by 4:00pm** until **Thursday, June 9th at 10:00am**: During this timeframe, the system will open to show all the positions and the ones for which you qualify. You now enter all your choices and put them in your preference order, please refer to instructions. The system will be open 24 hrs per day but will close on June 9th at 10:00am and *no further changes can be made*.

Please note: Adam Clutchey can help EA's as he has done in the past. CUPE office 778-744-6315.

- 3) Thursday, June 9th at 10:00am the system will be closed and in testing mode to ensure the correct outcome.
- 4) We plan to be ready by Tuesday, June 14th to produce a full EA Assignment **result** by 4:00 pm. You will each receive your own result to your district email and full results will be posted.

Login to SSDAS:



Access Assignment Instructions:
No password needed.

